

Ships Store ***Bulletin***



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CHANGES TO NAVSUP PUBLICATION 487

The following changes are in effect upon receipt of this bulletin. ROM I users should cut and tape par. 4203 to the existing page "Change 4 4-37". The ROM II P-487 instruction will be revised in the next release scheduled in April 2001.

4203 PURCHASES FROM NAVY EXCHANGES

1. **IN THE UNITED STATES.** If an emergency exists and the sources of supply prescribed in pars. 4200-4202 are not available, limited quantities of authorized ships store stock may be procured from Navy exchanges. The Navy exchange will honor the request when merchandise is available and can be sold without impairing the exchange's inventory position. All purchases from Navy exchanges (Computers and uniform items excepted) will be made at retail price less 10%. Normally, purchases from Navy exchanges will require the use of a credit card. Ships may contact NEXCOM (ships store program) under the special 1155 process (par. 4020). To meet emergency needs the Supply Officer may authorize the use of the ship's Government Purchase Card and then allow S-3 to "buy" the merchandise from S-1. Ships overseas should have the Disbursing Officer pay the NEX with a check. In limited circumstances the NEX may elect to accept a DD Form 1155.

2. **FOREIGN MERCHANDISE.** Purchases of foreign merchandise from Navy exchanges will be made following pars. 3210-3215 and 3220-3225.

3. **ACCOUNTING.** Purchases from Navy exchanges will be taken up as receipts from purchase on all applicable records. Copies of receipt documents will be filed in the Receipts from Purchase File and transmitted monthly to DFAS.

Pen and Ink Change: DFAS Cleveland no longer requires ships to submit an end of fiscal year report. Accordingly, users should delete par. 9201 (2) (b).

(Cut and tape the following paragraph into Chapter 9)

9503 Relieving Letter.

When assuming the responsibility and accountability of the sales division, the relieving officer shall advise by letter of relief to the commanding officer the financial and material condition of the S-3 division, noting all discrepancies and or deficiencies. At a minimum the letter should address outstanding liabilities such as loans, unmatched expenditure amounts; if the operation is in sound financial condition and any equipment that is considered in poor repair or CASREP condition.